

Cost Center Process for NRA Guest Travel Reimbursement and Honorarium/SIR Processing

***If the payment is to be funded by an OSP grant, please reach out to OR-GSSC-General@osu.edu for the supplier request.**

***This is NOT for NRA services which require a purchase order/requisition.**

A supplier ID is required for Non-Resident Alien (NRA) guests. This is different than the External Committee Member (ECM) needed to set up the Spend Authorization. If there is no supplier ID for the individual, one will need requested. All required forms need submitted to [Erica Conley](#) with the business purpose, and specify if they are getting a reimbursement, or payment for an honorarium/SIR onetime service etc. Please refer to the latest OSU supplier maintenance checklist which outlines scenarios indicating what forms are required: https://busfin.osu.edu/system/files/nra_checklist.pdf

Cost Center Honorarium/SIR (Non-PO Invoice Request) Processing Steps:

1. Ensure the NRA guest has an active supplier ID (SPL#).
2. Submit the [Non-Resident Alien \(NRA\) payment request form](#) plus any supplemental documentation including but not limited to an invite or communication to the guest indicating what OSU will be offering for the honorarium or the SIR (article reviewer/external reviewer/article referee/musician) invoice to BF-PRSM-webform@osu.edu for the payment to be processed.
 - No action in Workday by the cost center should be taken. The form will be the payment request.
 - The Chair/Director of the cost center will sign the form for approval.

Cost Center Travel Reimbursement Processing Steps:

1. Submit an Expense Report (ER#) for the expenses linked to the Spend Authorization (SA#) and External Committee Member (ECM) with all expense lines requested. A line must be added as "Travel Incidentals" as a credit offset debit amount which will "zero" out the reimbursement total. Please add in the memo, "NRA Reimbursement". Example:

Travel Incidentals				
		(35.00) USD		
Credit offset for 9/28 ground transp...				
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Ground Transportation		35.00 USD		
cabfare 9/28 to CMH				

Once that expense line is added it will zero out the "Reimbursement" at the top of the Expense report:

Personal	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD

2. Once the ER# is approved in Workday by the service center, the completed [Non-Resident Alien \(NRA\) payment request form](#) in addition to the PDF of the approved Workday Travel Expense Report (ER#) must be sent by the cost center to BF-PRSM-webform@osu.edu for the payment to be processed. **This step must happen for payment. The approval of the ER# does not release a payment.**